

Handbook

For

Middle – Upper School

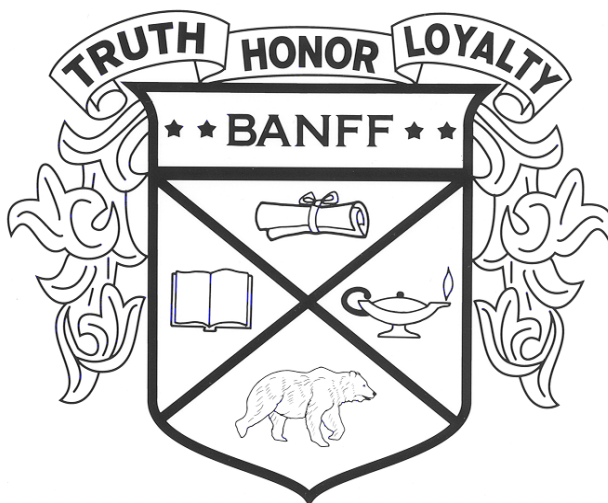
The Banff School
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FOREWORD

Welcome to The Banff School. This Handbook was prepared to introduce students and their family to the school's operational procedures, guidelines, rules, and general minutia. If answers to queries are not found herein, please call 281-444-9326 Monday through Friday from 9:00 to 4:00.

The Banff School, established in 1969, holds memberships in two professional organizations: the Southern Association of Colleges and Schools, and the National Association for the Education of Young Children.

The administrators, teachers and students who make up the Banff community come from a broad spectrum of differing cultural, social and religious backgrounds. With this diversity as a foundation of the school, Banff's official policy of no discrimination on the basis of color, physical handicap, national origin, race, religion or sex is realized inherently as a daily reality. Respect for all people is a basic tenet of everyday life as well as a key component of the philosophy of Banff.



Dear Parents,

Welcome to Banff. We are pleased you have chosen to share your children with us. Equally we are gratified to know that you share in our goals.

Our teachers and our curriculum are chosen with the utmost care and consideration. Consequently, we have every confidence in both. If you do have special concerns during the year, please know I am always available to you.

At Banff we take very seriously the challenge and responsibility of educating and caring for your children. We want you to know we will honor your trust in us.

Sincerely yours,

Mrs. Irmgard Banff

PHILOSOPHY and OBJECTIVES

The Banff School distinguishes itself by devotion to academic excellence, emphasis on positive values, and commitment to increasing students' self-esteem. Education and the application of knowledge coupled with positive values enrich the quality of life for all people. Banff students demonstrate these values during the Banff school day, in activities in the local community, and as they travel and work throughout the world. Teachers and staff strive to exhibit exemplary conduct, through words and actions, which students will emulate as a model of constructive behavior.

The school's objectives are:

- Spark and nurture a thirst for knowledge;
- Develop individual talents, self-esteem and academic confidence to the utmost;
- Provide a foundation for the academic "fast track" and develop a winning attitude;
- Develop a sense of the potential for fulfillment and happiness in life;
- Encourage open minds and understanding hearts;
- Emphasize positive values;
- Develop social skills, good citizenship, cooperation, appreciation for the role of discipline, and individual responsibility;
- Inculcate an exemplary code of conduct, which, if universally adopted, will result in a better, kinder, healthier, happier world.

Realizing these objectives, during the middle and upper school years when the demands on students, teachers and parents are continually changing, is an ambitious goal. Physical, social and educational developments accompanying these dynamic and transitory years present a genuine challenge that the Banff community accepts, endorses, and understands. The Banff curriculum is designed to meet these challenges and stimulate students with sound and rigorous instruction in all fundamental academic areas while concurrently promoting growth. Although the school workload is somewhat heavier than at elementary levels, students are required to complete all assignments. Regular school attendance and appropriate behavior are mandatory.

Communication between parents and teachers is crucial to a student's ability to perform at school. Since both parents and teachers have the welfare of the student foremost in their minds, it is imperative upon both parties to trust each other. Students need the security of knowing that their days will be somewhat predictable, and teachers need to be able to understand behavior that varies from the norm. Communication needs to go both ways. A few examples of items that are helpful for teachers to know are: when parents are traveling and there is a sitter at home; when illnesses and death in the family are experienced; when a parent is changing jobs; if a transfer of schools is being considered for the student; if a health issue for the student is serious, etc. Demonstrations of insecurity and inability to concentrate can be successfully coped with in the classroom when there is understanding among the adults involved. Banff teachers and administrators strive to give each student a professional and personal relationship that fosters growth and excellence. With constructive parent involvement this goal is realized.

The Banff Administrative Staff consists of: the School Director, Principals, the Director of Instruction, the Counselor, the Librarian and the Business/Office Manager. The list of teachers for a particular academic year is available upon request from the office.

The Banff community provides students a safe, healthy learning environment. The school year is full of hard work, exciting fun-filled learning experiences, and many enriching extracurricular activities.

FEES

Enrollment fees:

Enrollment fees are due annually with student application or renewal forms. Enrollment fees are non-refundable.

In addition to enrollment fees, students may also pay:

1. Art supplies
2. Field trips
3. Mo Ranch
4. "Destination Imagination"
5. Programs
6. Competitions
7. Classroom or specific subject supplies as determined by teachers (calculators for mathematics, etc.)

Tuition:

The Banff School is a not-for-profit Texas corporation. As such it is dedicated to providing the best education possible in a private school environment while maintaining a quality business structure and reputation in the community. Timely tuition payment is a significant component of this picture.

Tuition payment for the year is a contract between the student's family and the school. The terms of the contract are:

* 10 equal monthly installments; the first of which is due June 1st and monthly thereafter until the last payment on April 1st.

* None of these payments is refundable.

* Payments are to be delivered to the school office by the first day of each month. The school does not bill for routine payments. There is a grace period until the 8th day of the month. If payment is not received by then, a late charge of 10% will be added to the tuition fee and an invoice will be posted to the family within the week. If the school does not receive the tuition by the 15th of the month, the student is dismissed. A \$25.00 fee will be assessed for each returned check. After 2 returned checks, all payments must be made in cash, money order or by cashiers check.

Late pickups:

Everyone's life is busy and some days hectic. The school understands this reality and balances it with the needs to provide proper supervision for the students. Calls to the office to inform of delays are appreciated. There is automatically a late fee for students not picked up on time. The fee of \$5.00 for any portion of an hour after 3:00pm will be due upon pickup.

All accounts, including tuition payments and charges for late pickup days must be paid in full for report cards to be sent home.

Books:

Textbooks issued by the school in the fall are on loan to the students. There is no fee charged as long as the books are returned in good condition. However, students must pay for damaged or lost textbooks and library books prior to receiving their final report cards.

Additional paperbacks, dictionaries, etc. that is required for class work must be purchased by each student. Teachers will notify parents of these items.

Supplies:

The purchase of teacher-specified supplies is the responsibility of each student. T-shirts and shorts required for physical education are available under the Online Spirit Store.

Standardized testing fees:

PSAT

SAT

INTRODUCTION AND REGULATIONS

Discipline is one of the most important tools learned in life. Although discipline is not a subject taught at Banff, it is essential for the happiness and safety of everyone. As students move through the middle school years into their upper school years, the responsibility for discipline migrates from the teacher to the student. This continuum is assured by the students' following Basic Rules of Conduct:

Conduct:

1. Treat others with respect and strive to earn their respect. Kindness, honesty, and concern benefit us all and serve as a positive example for others to follow.
2. When angry, attempt to understand. If still angry, attempt to make the situation better. Words are either weapons or tools. Think before speaking. Fighting with words or objects is not allowed. Discuss differences and listen to the other person. If necessary, walk away to avoid a fight.
3. Accept responsibilities for actions. Admit mistakes and make amends. Forgive and understand. People all make mistakes. Mistakes are learning opportunities for growth not occasions for punishment and belittlement.
4. Additional rules may be promulgated verbally and/or put in writing, as the need becomes apparent.
5. Teachers' directions are to be followed at all times.
6. Cooperate to enhance learning opportunities and the academic environment.
7. Threats of any kind to another student, teacher or staff member are prohibited. Lying, cheating, and stealing are serious offenses. They are not accepted. The entire Banff community loses if these actions occur.

Bullying:

Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person should know has the effect of:

- a. harming the student
- b. damaging the student's property
- c. placing the student in reasonable fear of harm to his or her person or property
- d. creating a hostile educational environment for a student

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property or at school-related functions. This policy applies to students who directly engage in bullying as well as those who condone or support another student's act of bullying.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

Drug Testing Policy:

Sometimes it comes to the attention of teachers and administrators that students are using alcohol or drugs. If this situation were to occur with your child, you would be informed and the school would require you to have the student tested at a local drug-testing facility. The results of the testing will be shared with an administrator who will maintain strict confidentiality. The student will be referred for treatment. The test results will not be part of the student's academic record. A second test will determine if the student is allowed to stay at Banff. Regular drug testing would then be required.

A student in possession of illegal drugs on campus is immediately expelled.

PROBLEM SOLVING AT BANFF

This school exists for the purpose of education. It is a daunting and rewarding task sometimes accompanied by problems and conflicts. The Banff School stresses honesty and immediacy in situations that impede students' academic performance.

First, because few problems disappear by themselves, acknowledging that there is a problem that must be coped with is a threshold. If the problem exists in a singular class, direct contact in a straightforward way with the teacher involved is the second step. Teachers appreciate a student's honest attempt to remedy a problem at its source and will always work with the individual to the best of their ability. Thirdly, when the problem cannot be remedied at the classroom level, the Principal is there to help. Students and teacher jointly seek this help.

Problems are often resolved when attitudes of understanding, action, and good will are present. Perhaps nothing is more valuable for the Banff student to learn in preparation for college and adult life than techniques for successful problem solving.

ADVISORY PROGRAMS

An advisory program, directed by a certified counselor, is in place at The Banff School. The purpose of the program is to help students resolve school-based social, personal, emotional or academic difficulties. Additionally, the counselor arranges a number of college visitations and advises students in regard to college placement and scholarship/financial aid applications.

VISITORS ON CAMPUS

Parents are welcome to visit Banff. The courtesy of an advance call to schedule the staff and/or teachers' time is appreciated. All adult visitors must sign in and receive a visitor's pass at the front office before they can visit any area of the school. No student-age visitors will be allowed unless accompanied by the parent of a student presently enrolled at Banff.

OFF- CAMPUS TRIPS

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. Field trips are a privilege with participation based on grades, behavior, and attendance or some combination. Students accept full responsibility for their actions while on the trip. Students must adhere to schools rules of conduct during the outing. Classroom field trips require a good deal of planning and integration into the curriculum. Attendance is mandatory. Information about required dress code, payment of any necessary fees, time away from campus, and the site(s) to be visited on the field trip is sent homes as soon as it is confirmed. Forms, which release Banff from liability and grant students permission to participate, go home with students at least a week in advance of the scheduled outing. These forms must be signed by a parent and returned to the classroom by the due date printed on them. (In the event that students do not return the form to the classroom teacher, they will not go on the field trip. Such students are to stay home and fulfill required assignment/s.) Classroom teachers and staff make arrangements for transportation, supervisors, food, etc.

Participants on a team or members of a school group must travel in the transportation provided by the school. Teachers do not have the authority to waive this requirement. Extraordinary circumstance requests, (seeking a waiver of this policy), will be considered by the school office only in timely advance of the scheduled activity.

No student may drive a vehicle, bicycle, motorcycle, etc, carrying another student on any school function or outing.

BUILDINGS AND GROUNDS

Hours of operation:

The school buildings and grounds are open from 7:00a.m. - 6:00p.m., Monday through Friday. Because the school is responsible for students' safety and welfare while they are on campus, there is a caveat to this routine. School facilities are open only when proper supervision is available. Observing the scheduled drop off and pick up times of students is critical, as staff needs to leave promptly at 6:00p.m.

No Banff student may enter a Banff school building outside of the regular school day for any purpose. Supervision by a staff or faculty member is required for any variances. A student violating this rule risks dismissal from school as well as prosecution for illegal trespass.

In case of bad weather such as hurricanes, flooding, or icy streets, local radio or television stations will announce school closings. Banff follows this directive. Parents are also welcome to call the school for information concerning school closings. Please never attempt to reach Banff in dangerous weather conditions.

During morning tutorial, students may be in the classroom areas only to take advantage of tutoring or to keep appointments with members of the faculty or administration. In order to maintain quiet for study, students are not permitted to enter the building for tutorial after 8:05 a.m.

Food:

Gum, food, or beverages may not be consumed in the classrooms.

Electronics:

Teachers will specify calculators for mathematics and science. MP3 players, CD players, beepers will not be needed during the day. Cell phones and portable media devices are not to be visible or turned on during the instructional day including breaks and lunch. If these items are misused, they will be confiscated and held in the office until a parent or guardian retrieves them.

Technology:

Although many students believe that personal information they share on social networking sites, such as MySpace, is not viewed by others, they need to be aware that adults do access these sites. A recent New York Times article highlighted this concern: "(N)ow, college career counselors and other experts say, some recruiters are looking up applicants on social networking sites."

School personnel may share information with parents that students post on social networking sites and may request drug or alcohol testing of students based upon comments posted. Banff students should adhere to the following guidelines in order to avoid conduct that adversely affects the school community:

- a. No offensive or inappropriate pictures are posted.
- b. No offensive or inappropriate comments are posted.
- c. No violations of the Code of Conduct in the school handbook are posted.

The Banff School advises students to use extreme caution in their use of social networking websites and to remember that content they post may become more public than they intended.

Students may only take photographs on the school campus with administrative approval. Students may not post pictures or videos taken at school on YouTube, MySpace, or any other website without administrative approval.

Miscellaneous:

Students are not to bring large amounts of money or valuables to school. The school is not insured or liable for items brought in violation of this guideline.

Halls:

Hallways are for accessing classrooms. Students are, therefore, only in the halls at the beginning and end of the school day and while moving from one class to another. Loitering is proscribed. Students in the halls during class time must have special permission.

Students must be courteous at all times and keep to the right when moving through the halls. Running, shouting, and physical rough housing in the halls is cause for punitive actions.

Lockers:

Students are assigned built-in lockers for the keeping of books, coats and other personal items. A master combination list is kept in the principal and counselor's office in case of need. The lockers are the property of the school and subject to inspection as determined necessary and appropriate.

HEALTH

Required Immunizations and Screening:

Within the first 10 days of each school year, a Banff School Health and Immunization Record, completed by the student's physician, must be on file in the office.

Vision and hearing screening must be performed, according to Texas requirements, for all first time entrants four years of age or older, as well as for all four year olds, kindergarten, first, third, fifth, seventh and ninth grade students.

The Texas Legislature has mandated all children in grades 6 and 9 (or grades 5 and 8) attending public or private schools shall be screened for abnormal spinal curvature (scoliosis or kyphosis). After screening, a report of results must be forwarded to the school office.

Physical Fitness:

Physical education during the school day is stipulated by the state of Texas. This requirement is met by classes in tennis, basketball, volleyball, and, upon request, other options. Junior high and high school students must wear PE uniforms consisting of a Banff t-shirt and shorts found on the Online Spirit Store. Socks and tennis shoes must be worn. Failure to wear required PE attire would result in point deductions from student's grades.

Accidents, Emergencies, Illness and Medications:

Emergency numbers must be filled in on the student Application Form. This information is for the health and safety of the student in the event of any accident. Many teachers have CPR training, and all teachers promptly treat minor accident's occurring during class. In case of emergency, the school will try to reach a parent by phone. If neither parent can be reached, the student's doctor will be called.

Students who are ill should be kept at home. Teachers will work with parents to make sure work does not suffer if the illness is extended. Following normal absences of a day or two, it is the responsibility of the student to contact the teacher for his/her makeup work.

Communicable Disease Policy:

If a student, teacher, or staff member contracts a contagious disease, the school must be notified so parties in the Banff community may be made aware. In the event of a communicable disease diagnosis, Banff endeavors to follow the most current recommendations of the United States Centers for Disease Control and the American Academy of Pediatrics. Exclusion from school activities may be necessary. If this is the case, exclusion will continue until a doctor's written release certificate is presented to the school office.

Medications:

Teachers are prohibited from administering any type of medication. If a student requires periodic medication, office staff must be notified and written authorization must be on file.

DRESS CODE

Banff's dress code reflects a neat, clean, and complete appearance at all times. Overall appearance reflects on the school's desire to express a serious attitude toward education. A focus on learning, respect for others, and pride in the school is indicated and helped with the prescribed dress code. Any form of dress or hairstyle, including unnatural hair color, which is considered distracting or disruptive to the purpose or conduct of the school will not be permitted. Boys are not allowed to wear jewelry in piercings. Girls may wear jewelry only in piercings on lower ear lobe. Students with ear piercing deemed excessive by the administration, will be asked to remove them. Chains hanging from pockets are not allowed. Male students are prohibited from wearing facial hair. All students are to be clean-shaven.

Guidelines for **Middle School**

On **Mondays, Tuesdays, Thursdays and Fridays:**

Students are to select any combination of the wardrobe selected by Banff and offered by Mills. Students must purchase all uniform items from Mills. The polo shirts will have The Banff School embroidered on the front.

Other restrictions include:

Students must wear closed-toe shoes. Shoes will be laced, tied, buckled, or fastened as designed. Work or military boots may not be worn.

All shirts must be tucked in at all times, slacks must be belted.

Hats or caps of any kind or make are not worn during the school day. Only navy jackets may be worn in school. Banff sweatshirts available at the online Spirit Store.

All skirts must be an appropriate length. Appropriate length is determined when the garment parallels the ends of the fingertips when the student's arms are extended straight down at the side. Additional length is acceptable.

On **Wednesdays**, the attire is: **(items must be purchased at Mills)**

Girls: navy box pleat skirt, white polo or oxford shirt

Boys: navy slacks, white polo or oxford shirt

When **Full Dress Uniform** is specified on an announcement for a special school function: the attire is: **(items must be purchased at Mills)**

Girls: navy box pleat skirt, white long-sleeve oxford, hose and dark shoes.

Boys: navy slacks, with belt, white long-sleeved oxford, navy tie, dark socks and dark shoes.

Special Note:

Students who are uncertain about dress requirements should consult in advance with the office. Final determination of appropriate dress rests completely with the faculty and administration. If a student is not dressed appropriately for class or field

trips, parents will be called and the student will be denied participation until the dress conforms.

All articles of clothing usually removed during the school day should be labeled with student's first and last names.

Unclaimed articles of clothing left at school over the summer will be given to a charitable organization at the beginning of the next fall term.

Guidelines for **High School**

On **Monday, Tuesday, Thursday and Friday:**

Girls: Banff School polo shirts in navy, red or white (to be purchased thru Mills) and embroidered with the school's name;
Skirts of appropriate length, khaki or navy slacks, and jeans neatly hemmed, no frays or holes, not rolled, baggy, oversized, or faded;
All shirts are to be tucked in at all times;
All slacks, and jeans are to be belted at the waistline;
NO undergarments are exposed;
Only Banff sweatshirts are allowed.

Boys: Banff School polo shirts in navy, red or white (to be purchased thru Mills) and embroidered with the school's name;
Khaki or navy slacks, and jeans neatly hemmed, no frays or holes, not rolled, baggy, oversized, or faded;
NO t-shirts (t-shirts will not be exposed under or over collared shirts);
All shirts are to be tucked in at all times;
All slacks, and jeans are to be belted at the waistline;
NO undergarments are exposed;
Only Banff sweatshirts are allowed.

Other restrictions include:

Students must wear closed toe shoes. Shoes will be laced, tied, buckled, or fastened as designed. Work or military boots may not be worn.

Cargo pants, sweatpants, nylon warm-up pants and pajama looking outfits are prohibited.

All shirts must be tucked in at all times, and slacks must be belted.

Hats or caps of any kind or make are not worn during the school day. Only navy jackets may be worn in school. Banff sweatshirts available at the online spirit store.

All skirts, and dresses must be an appropriate length. Appropriate length is determined when the garment parallels the ends of the fingertips when the student's arms are extended straight down at the side. Additional length is acceptable.

On **Wednesdays** attire is: **(items must be purchased at Mills)**

Girls: navy box pleat skirt, white polo or oxford shirt

Boys: navy slacks, white polo or oxford shirt

When **Full Dress Uniform** is specified on an announcement for a special school function: the attire is: **(items must be purchased at Mills)**

Girls: navy box pleat skirt, white long-sleeved oxford, and hose and dark shoes.

Boys: navy slacks, with belt, white long-sleeved oxford, navy tie, dark socks and dark shoes.

Special Note:

Students who are uncertain about dress requirements should consult in advance with the office. Final determination of appropriate dress rests completely with the faculty and administration. If a student is not dressed appropriately for class or field trips, parents will be called and the student will be denied participation until the dress conforms.

All articles of clothing usually removed during the school day should be labeled with students' first and last names.

Unclaimed articles of clothing left at school over the summer will be given to a charitable organization at the beginning of the next fall term.

LUNCHES and CAFETERIA RULES

Hot lunches are catered by an independent contractor and may be purchased at the School. They are well-balanced meals with drinks available. Whether students bring their lunch from home or buys it, they must eat in the cafeteria or other designated areas. Students must be mannerly and courteous while eating.

1. Good eating manners are required.
2. Waiting in line is expected. Cutting in line is unacceptable.
3. No running to or through the cafeteria.
4. Cooperation with catering personnel is expected.
5. Courtesy is standard behavior.
6. Throwing of food or drink will result in disciplinary action.
7. Students place all trash in the garbage containers.

TEXTBOOKS

Textbooks are issued during the first week of class. All school owned and issued books will be covered during the first week of classes. Neither scotch tape, duct tape, masking tape, etc. nor contact paper may be applied to these books. Textbooks are inspected for damage (a fee will be assessed for any damage incurred) and returned to the school at the end of the year.

LIBRARY

Use of the Banff library is a privilege extended to students and faculty. Specific required procedures are:

1. Books must be properly checked out.
2. The library is a place for study, research, or recreational reading. Students will be quiet.
3. Magazines, dictionaries, and encyclopedias must be used in the library. They are non-circulating items.

4. Teachers and students are to return items to their proper places.
5. Proper handling of magazines and papers to avoid damage is appreciated.
6. The Librarian is available to help students and teachers – ask for assistance.
7. All library books must be returned to the library by the last day of classes. Students may not sit for exams until all materials are in.

SPECIAL ACTIVITIES

Many of the options listed below are incorporated to some degree into the curriculum. Items listed herein, however, are in addition to classroom curriculum with special emphasis and enrichment for the students.

1. Art classes
2. Performing arts: all levels of dance (ballet, tap and jazz), drama, musical theatre, choir, piano, vocal instruction
3. Sports and physical activities: all levels of gymnastics, tennis (group and private), basketball, baseball, softball, volleyball, soccer, golf
4. Destination Imagination
5. Mo Ranch
6. School trips
7. Duke Talent Search
8. Junior Honor Society
9. Honor Society

NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY

Any student who wishes to seek membership in NHS or NJHS needs to see a principal to confirm grade eligibility. Eligible students must have a 3.0 GPA, which is an overall B (85) average. The only grades considered in the calculation of honor roll GPA are math, science, social studies, English and foreign language. However, grades are not the only requirement for admission. Leadership, character and community service are considered as well by the 5-member faculty committee that makes a decision by majority vote.

9th graders cannot be inducted into NHS. They may participate in Banff Honor Society in 9th grade under the same admission and conduct standards as NHS and be automatically admitted to NHS in 10th grade if they uphold the requirements.

OFFICER POSITIONS

Students running for an officer or representative position in Student Council or National Honor Society must maintain high standards for grades and behavior. A list of students will be submitted to principals/director for review in advance of elections. Students with a grade point average lower than 2.5 or with multiple discipline referrals of a serious nature from the previous year will not be allowed to run for a position of responsibility with either organization. Additionally, one student will not serve as president of both Student Council and National Honor Society, due to the amount of work required in leading both organizations.

PREFECTS AND THE HOUSE SYSTEM

Much time has been spent on the subject of school spirit and the image that we present to the outside world as an academic institution. Both faculty and administration are constantly seeking ways of improving both of these areas.

In all schools the tone of the school is set by the senior students as they support the policies set by administration. With this in mind many private schools have traditionally appointed a select number of students, usually seniors, to a position of responsibility and privilege. These are usually called prefects.

The prefects are students who are seen as leaders within the student body and they are given some of the powers of faculty members in terms of overseeing the conduct of other students. Not all seniors will be appointed prefects and occasionally other students from eleventh or even tenth grade could be appointed to this position.

In addition to the school responsibilities, Prefects are in charge of a "House". The houses are named after Greek philosophers - Socrates, Plato, Aristotle and Pythagoras. Each student in the School competes with other students academically, socially and athletically for the benefit of his/her house.

Academic scores are tallied at the end of each 9 weeks based on the achievement in quarterly reports, while social and athletic points are added, or deleted, throughout the year.

Prefects help with the smooth running of the school, act as role models for younger students and help new students settle in. They develop a sense of self reliance and sense of duty as they take on the responsibilities associated with the position. They act as ambassadors for the school in their contact with visitors and show a high level of courtesy and appearance.

TUTORIALS

The entire faculty is available to provide extra help to students through tutorial sessions that follow the regularly scheduled classes. Students who need assistance are invited to participate in these tutorial sessions. Students with a grade of C or below are required to attend tutorials.

TUTORING

Given the Middle and Upper School aim of encouraging students to learn independently, tutoring is rarely recommended. When it is appropriate, however, as in the case of prolonged illness or serious academic difficulty, requests or recommendations for tutoring will be communicated to the parents by the administration or teacher.

Only under very unusual circumstances will a teacher tutor his/her own student. If this situation is necessitated, the Principal must give approval prior to commencing the sessions.

Tutoring is never undertaken with a guarantee of its effectiveness.

A request from parents for tutoring of their student by a faculty member outside the school day is a relationship between the parent and teacher. The teacher sets tutoring fees, generally starting at \$30.00 per hour, and is independent of Banff School.

HOMework

Homework is carefully planned to reinforce and expand experiences and presentations in the classroom. Late homework does not accomplish either of these purposes. Students are required to complete all homework assignments.

On the average, students should spend no more than two to three hours or 45 minutes per subject per day in preparing for class.

Students are encouraged to be independent in carrying out their assignments albeit faculty help should be sought whenever needed. Because of the emphasis placed upon longer assignments (reading, research, theme-writing), students need to plan carefully so that homework will not be excessively heavy when these projects are due.

Daily assignments will be posted on the RenWeb program under www.banffschool.org. Teachers will also post weekly assignments in their classroom. Students who do not complete homework assignments will be scheduled by the teacher for homework help session either before or after school.

SCHOOL and CLASS ATTENDANCE

Regular, punctual attendance is necessary for the success of all endeavors at Banff and is expected of all students. The school categorizes absences and tardies as excused or unexcused. An absence or a tardy occurring for reasons of illness, school function, religious holiday, or family emergency is excused. In such cases, the student has the right to make up missed work. With a few exceptions, other absences or tardies are unexcused.

Willful missing of classes may result in a 1-3 day suspension.

All students must remain on campus until the end of the day at 3:20 p.m. Violations will result in a disciplinary action. See Disciplinary Guidelines.

Parents are requested to notify the school office as close to 8:30 a.m. as possible if their child will be absent.

Absences:

Students are allowed a total of ten absences per semester. According to Middle and Upper School policy on unexcused absences, a student will receive a zero on any graded work given on a day for which his or her absence is considered unexcused. Early dismissal for vacation is considered unexcused. Students requesting excused absences for a reason not included above should see the Principal at least a week ahead of the intended date. Parents must write a note of excuse, dated and signed, that specifically explains the reason for the absence, details the time absent, and lists phone numbers for contact. Students who miss more than 10 days a semester, excused or unexcused, will not receive credit for the course. The school will notify parents of absences following the fifth occasion.

Tardies:

Students are allowed a total of three unexcused tardies per semester. Additional unexcused tardies will result in notification by the school to parents. Three tardies are the equivalent of 1 absence.

Early Release:

The privilege of leaving school early is available only to seniors.

ARRIVALS AND DISMISSALS

It is the responsibility of parents to see that all students from their carpool enter the building before the car leaves.

Official arrival time is at 8:20 a.m. Because teachers are preparing work for the day there is no one available to receive students who arrive before 8:20 a.m. Parents must make advance arrangements with the office if an earlier delivery time is necessary.

Classes begin promptly at 8:30 a.m.

Classes are dismissed at 3:15 p.m. Due to staffing and teacher responsibilities there is no supervision available for students who are not picked up promptly. If for any reason a student cannot be picked up on time, the office must be notified. Students will not be released to anyone other than parents or carpool parents unless WRITTEN permission is on file with the office.

Pickup for students who have arranged to stay at school after 3:15 p.m. must occur before the school closes at 6:00 p.m. Cost included into monthly tuition. Late fees of \$15.00 per quarter hour will be charged for violation of this requirement. Payment is due upon pick-up.

TESTING and EXAMINATIONS

Students take classroom tests on a scheduled basis as announced at the beginning of the year. Tests are scheduled among students so that students have no more than two tests on a given day. The Stanford Achievement Test is given in the spring. The PSAT exam is given in the fall. A copy of a student's skills analysis showing specific areas of strengths and weaknesses will be made available to parents at conferences. Unusual circumstances should be discussed with the Principal.

Grades and attendance determine the class requirements for taking midterm and final exams. The school policy is that students earn exemptions from midterm and final exams through good attendance. Students may be exempt by course with (1) an A average and no more than 3 absences a semester (including tardies), (2) a B average and no more than 2 absences a semester (including tardies).

Parents' questions or comments about their student's test grades or performance should be addressed to the teacher. A parent-teacher conference may be arranged by calling the school office for an appointment.

When a student misses a test because of an excused absence, he or she is entitled to sit for another test. Makeup midterms and final exams will be given only for excused absences.

GRADING and REPORTING

Teachers use letter and number grades as shorthand means of noting academic performances of students. Grades are used to motivate, to reward exceptional effort, to give notice to students of their need to improve, and denote comparison among students and reflect ability as a practical necessity to establish standards, to apportion honors and scholarships, and to aid in guidance. At Banff grades are never used as a means of discipline for misbehavior.

Semesters are divided into two nine-week grading periods. Promotion for middle and upper school classes is based upon accomplishing the required essential curriculum elements as well as social, emotional, and physical growth.

The teacher will contact parents during the reporting periods if there is clear indication the student is doing unsatisfactory work. Likewise, parents should contact teachers if they have questions or information that will help a teacher work with their student.

Homeroom teachers are assigned for each student according to their first class of the day.

Attendance is taken in each class.

Progress reports are posted to ed-line every 3 weeks, report cards every 9 weeks with a paper copy sent home. Final report cards are mailed out to parents. A parent signature is required on the 9 week report cards and promptly returned to the homeroom teacher.

The grading system is on a scale of 0 – 100. Numerical grade/letter categories are:

90 – 100	A
80 – 89	B
75 – 79	C
70 – 74	D
69 – below	F

Extra credit work is the option of each teacher. Teachers want to stress the importance of completing daily work accurately and with care the first time and strong test preparations. The maximum extra credit possible is 1 point per quarter.

Sports Eligibility:

Quarterly report card grades determine the eligibility of students to play in extra curricular junior and high school sport activities. These activities are external to the normal school day. A D “70” is considered the lowest possible grade to meet this qualification.

Progress Reports (each 3 weeks following the report card) that take a student from a failing quarterly report card grade to a passing grade will result in reinstated eligibility until the next progress report. There is no impact on sports’ eligibility as progress reports are mainly intended to keep students on course and inform parents of areas that need attention.

In summation, a failing grade on a 3-week progress report when there has been a prior passing quarterly report card grade is an indicator of needs and nothing more. There is no impact of a failing grade on sports eligibility due to the short length of the seasons. The coaches see the progress reports before they go home to families, so they will work with other faculty to correct situations as quickly as possible.

Suspensions:

Students suspended from school are prohibited from participating or attending extracurricular activities. Students who are suspended are responsible for all make-up work for all classes and are not eligible to qualify for exemptions from semester exams.

Academic Probation:

Students whose average in English, mathematics, history, science and foreign language is below 70 the first semester quarter will be placed on academic probation. Teachers will notify parents. The student will have to achieve an average above 70 the following grading period to continue at Banff. If the academic probation occurs the last grading period of the year, summer school work is required before the student is eligible for the next year's courses. The Principal must approve this study.

A student will not participate in extracurricular activities for a 3-week period after receiving a grade below 70 on a report card or progress report. At the end of the 3-week period, the teacher and Principal will review the students' grades to determine when participation may resume.

Academic Honors:

Each year, Banff recognizes exceptional accomplishments of its students. Top scholarship awards are presented in the individual academic disciplines, in the arts, and in extracurricular activities. Citizenship awards and other special honors are also recognized.

DISCIPLINARY GUIDELINES

This section describes inappropriate student behaviors that are detrimental to the Banff educational process and the range of consequences. These listed behaviors are only representative of the most frequent types of disruptions. They are not intended to be inclusive. Acts of misconduct that are not listed are subject to the discretionary authority of Banff. Corporal punishment is against the philosophy of The Banff School.

Members of the Banff administration and teaching staff make decisions concerning the Level of Offenses and what Disciplinary Options may be most effective in attempting to correct a student's conduct. Disciplinary actions are based on careful assessment of the circumstances in each case. The factors used in this evaluation are the seriousness of the offense, the age of the student, the frequency of misconduct, the student's attitude, and the potential effect of the misconduct upon the school community.

Policies and procedures concerning school conduct apply to all students (1) on school property during and after school hours including all school sponsored events, and (2) off campus when the student is representing Banff School as part of a planned activity. When a teacher or staff member determines that an infraction of school conduct has occurred, he/she will file a written report with the Principal that documents the event. If parents observe inappropriate behavior of students, they should report the occasion immediately to the Principal.

MINOR and MAJOR INFRACTIONS

Minor Infractions:

Detention hours may be given by a teacher as a warning to students that behavior needs to be changed. Detention hours must be served at the time and day given by the teacher or other staff member. Students who accrue significant numbers of detention hours, for the same or for a variety of offenses, will be excluded from extracurricular activities and a meeting will be scheduled with their parents and the Principal.

Major Infractions:

The Principal may place students on disciplinary probation. This probation is to serve as notice that specific changes are necessary to remain in the Banff community. A review time to evaluate required behavioral changes is scheduled and taken seriously. Upon review, the probation may be removed, continued, or a final decision rendered.

OFFENSES

Level I – Offenses

These acts of misconduct include those student misbehaviors that interfere with the orderly educational process. These include but are not limited to:

- Being tardy to class;
- Running and/or making excessive noise in the halls, buildings, classrooms
- Refusing to follow classroom rules or participating in classroom activities;
- Eating or drinking in an undesignated area;
- Chewing gum;
- Possessing and/or using nuisance items;
- Failing to bring required materials and/or assigned work to class;
- Violation of dress code.

Disciplinary options that may be used:

- Parents will be contacted by phone and/or a conference required;
- Teacher and student will hold conferences;
- In-class disciplinary action (verbal reprimand, isolation, etc.);
- Confiscation of items;
- Withdrawal of privileges;
- Detention hall;
- Behavior contract;
- Supervised campus service assignment.

Level II – Offenses

These acts of misconduct include student infractions that are somewhat more serious than the possibilities addressed in Level I. These incorporate repeat Level I Offenses and include but are not limited to:

- Lunchroom misconduct (misuse of food, interfering with other students eating, inappropriate manners);
- Profane, obscene or offensive language and gestures;
- Cheating and/or copying the work of another student;
- Leaving the school grounds during a scheduled activity without permission;
- Violating rules and regulations during field trips;
- Using tobacco in any form;

Altering school documents or forging another person's signature;
Defacing school property;
Engaging in acts of familiarity;
Unacceptable physical contact which could, but does not, result in injury.

Disciplinary options that may be used:

All options from Level I Offenses;
Parent conferences;
Administrator, counselor, teacher, student conferences;
Grade penalty for copying and/or cheating;
Exclusion from extracurricular activities;
Restoration and/or restitution;
Suspension 1-3 days;
Supervised campus service assignment.

Level III – Offenses

These acts of misconduct SERIOUSLY disrupt the orderly educational process at Banff. Incorporated into this list are all Level I and Level II Offenses that have become patterns. This list is not exclusive of unspecified behaviors.

Fighting – defined as a physical conflict involving two or more individuals;
Possession and/or discharging of fireworks on school property;
Stealing which is defined as the act of taking and carrying away the property of another without the consent of the owner;
Possessing, stealing, ingesting, and/or distributing prescription or non-prescription drugs, medicines, chemicals or substances;
Persisting acts of disobedience or disorderly behavior that may prove detrimental to the school, harmful to health and safety, and inhibiting to the rights of others;
Being disrespectful toward school personnel or failing to comply with requests of school personnel;
Failing to report to a teacher or administrator the knowledge of an event, device, object or substance that could cause harm to person or persons;
Profane, obscene or offensive language & gestures to school personnel.

Disciplinary options that may be used:

All options from Levels I and II Offenses;
Mandatory parent conferences;
Mandatory administration/teacher/parent/student conferences;
Exclusion from extracurricular activities;
Suspension 1-3 days;
Expulsion.

Level IV - Offenses

Level IV acts of misconduct are not only student behavior that seriously disrupts the orderly educational process; they may be grounds for civil and criminal charges. Level IV Offenses exclude misconducts identified under Levels I – III.

Arson – defined as the willful or malicious burning of a building or its contents and/or personal property of others;
Possession of or use of marijuana or other controlled substances on school grounds
Including presence at school under the influence of such substances;
Attempting to sell, give or deliver to another controlled substances;
Verbal threats (oral or in writing) of bodily harm or damage to property;

Assault and battery on school grounds occurring anytime of day or night. Assault and battery for purposes of this Handbook is defined as physical contact with another without that person's consent;

Vandalism – defined as the willful or malicious destruction of property;

Other behaviors that are illegal;

Possession of any weapon: i.e. knife, gun, instrument or article including martial arts equipment, that may be used to injure persons or property;

Possession and/or use of alcoholic beverages.

Disciplinary Options (one or more will be applied):

Mandatory parent conference;

Restitution or restoration;

Resignation;

Expulsion.

GRADUATION REQUIREMENTS

Minimum High School Program

Credit requirements: 22 credits

4 English
3 Mathematics
2 Science
3 Social Studies/Economics
2 Physical Education (or equivalent)
.5 Health
.5 Communications Applications
1 Technology Application
4 Electives
2 Foreign Language

Recommended High School Program

Credit requirements: 26 credits

4 English
4 Mathematics
4 Science
4 Social Studies/Economics
2 Foreign Language
4 Electives
2 Physical Education (or equivalent)
.5 Health
1 Technology Application
.5 Communications Applications

Distinguished Achievement High School Program

Credit requirements: 27 credits

4 English
4 Mathematics: Alg. I, Alg. II, Geometry, PreCal, or Cal
4 Social Studies/Economics
4 Science
3 Foreign Language
2 Physical Education
.5 Health
1 Technology Application
3 Fine Arts
.5 Communications Applications
1 Elective
(4 classes must be college academic courses with a grade of 3.0 or higher)

Extra Course Credit or Dual Credit Courses:

Programs for earning additional high school may be structured on an individual basis. Consultation and acceptance with the Director of Instruction are prerequisites. Students

must pass the TASP test and obtain school approval before acceptance into a Dual Credit Course.

Commencement:

Participation in commencement exercises is based on successfully meeting graduation requirements.

Honors and Dual Credit Courses:

Banff offers a number of honors and dual credit courses designed to challenge students. Students benefit from both the pace and breadth of these courses as well as from improved consideration from highly selective colleges interested in evidence of a rigorous course of study.

Enrollment in these courses is determined after consultation with the Academic Advisor, Principal, and teacher.

Summer School and Correspondence Courses:

Summer school classes and correspondence courses taken for credit off campus will be accepted for credit toward graduation only with the prior approval of the Academic Advisor.

Early Graduation:

Early graduation for students may occur when (1) an "Intent to Graduate Early" form has been filed with the Academic Advisor by December of the sophomore (2nd) year of high school (2) the graduation requirements of Banff School are fulfilled.

Transcripts:

Upon fulfilling the graduation requirements of the Banff School, 3 official transcripts per semester will be available for college entrance applications at no cost. The preparation and sending of additional transcripts are \$10.00 each. All transcript requests must be in writing, dated and signed.